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CONFIDENTIAL

15 December 1954

MEMORANDUM FOR THE RECORD

SUBJECT: Junior Officer Trainee, Junior Career Development, and Career Development Positions.

1. On 14 December Mr. Baird, Mr. Reynolds, and I met to discuss the allocation and administration of the Junior Officer Trainee, Junior Career Development, and Career Development positions which have been approved by the Career Council. Briefly, the history of these positions is as follows:

- a. There were 90 JOT positions, 40 of which were committed for career development use.
- b. Of this 90, an additional 30 were later committed to JOD use.

2. It is now agreed by Messrs. Baird and Reynolds that it would be more appropriate for the Office of Personnel to carry on its table of organization and administer both the 40 CD slots and the 30 JOD slots...total, 70...and for the Office of Training to carry on its table of organization and administer all JOT slots. In view of the fact that the 60 remaining JOT slots are now overcommitted, Mr. Baird, however, desires to retain the 90 JOT positions on his T/O and ceiling authorization. Since it has been agreed by the Career Council that JOT positions should be increased as the need is demonstrated, this is a reasonable request.

3. Accordingly, I agreed with Mr. Baird and Mr. Reynolds that we would take the following action:

- a. transfer from the Office of Training to the Office of Personnel 40 "career development" positions;
- b. approve of additional positions for the JOD program to be added to the T/O and ceiling authorization of the Office of Personnel in increments of 8, not exceeding a total of 30 positions as the need is clearly demonstrated; and
- c. retain the 90 JOT positions on the T/O and ceiling authorization of the Office of Training with the clear understanding that personnel who cannot clearly meet the requirements for the JOT program will not be carried in these positions.

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 Distribution:

cc: Director of Training
 Assistant Director for Personnel
 Comptroller
 Chief, Management Staff

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 L. E. WHITE
 Deputy Director
 (Administration)